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Date: July 15, 2002

To: CBEDS Coordinators

From: Karl Scheff, Administrator
                Educational Demographics Office

Subject: CBEDS Coordinators' Conference

In preparation for the 2002 California Basic Educational Data System (CBEDS) data collection, the Educational Demographics Office has scheduled one-day CBEDS Coordinators' Conferences on the following dates:

- August 26th at the California State University Union, Sacramento
- August 30th at the Santa Clara County Office of Education, San Jose
- September 5th at the Riverside County Office of Education, Riverside
- September 6th at the Los Angeles County Office of Education, Downey

You are invited to attend a conference at one of these sites. This memo includes a description of the conference session and recommendations about who should attend. The following materials are enclosed and referenced in this memo:

- Conference Registration Form & Schedule
- Directions for traveling to each conference site

Structure of the Conference
As in previous years, we will have a full-day session for new coordinators. However, since there are no changes to the data collection forms this year, we will not have a session for experienced coordinators.

Conference Description
The session will include:

➢ Background information about CBEDS, the duties and responsibilities of coordinators, detailed instructions for completing each of the three data collection forms, and data collection practices and edit procedures. The presenters will welcome your questions and discussion.

➢ A demonstration and overview of the Professional Assignment Information Form (PAIF) and School Information Form (SIF)/County District Information Form (CDIF) Data Entry Assistants (DEAs) microcomputer software. The CBEDS software requires Windows95 or above. The PAIF software includes selected data from your previous year's submission to speed up data entry.

All CBEDS software includes comprehensive error checks to help ensure the accuracy of your data. The software allows you to print your forms and submit your data either via the Internet or on diskette. The session will include a demonstration of the program's functions, hardware requirements, specifications for importing data from other computer systems, and the use of the software on a local area network (LAN).

➢ Computer lab hands-on-time for you to try out our PAIF and SIF/CDIF software using your own district's data. There should be at least 15 computers to use. CBEDS *staff will be available to guide you through the software and to answer questions.*

Who Should Come
We strongly recommend that all new CBEDS Coordinators attend the conference because it provides each coordinator with an in-depth review of the procedures for completing CBEDS. Also, if you are a coordinator using our software for the first time we recommend that you attend the conference to obtain a full understanding of the software functionality.

Who Does Not Need to Come
We have not made any changes to the data collected on CBEDS this year and only minor changes were made to the software. If you completed CBEDS successfully last year and you were comfortable using the software, there is no need to attend.

If You Can't Come or the Travel is Difficult
It is not necessary to attend the conference to complete your CBEDS responsibilities successfully. The CBEDS September mailing, *Administrative Manual*, and the other materials and correspondence you receive will include complete instructions and phone numbers for reaching our office if you have questions.

If you would like to come but can't because of scheduling conflicts or travel distance, we still want to provide as much support as we can. By Friday, August 31, we plan to put all conference handouts on our web site http://www.cde.ca.gov/demographics/
under "CBEDS Correspondence and Instructional Materials" and we will also post the PowerPoint presentations planned for each session.

If you would like to come to Sacramento for an individual meeting, you may schedule this by contacting our office at (916) 327-0219. Finally, we have several experienced CBEDS staff who can help you over the phone or schedule a conference call with you and other staff in your district.

Conference Logistics
Enclosed are directions for traveling to each conference site. Often large meeting rooms are cold or have varying temperatures, so we suggest that you bring a jacket or sweater for your own comfort. There is no charge to attend the conference, but this also means we cannot provide food service or some of the other conference amenities.

<u>Registration</u>
Please register for the conference location you wish to attend by completing the enclosed Conference Registration Form & Schedule and faxing or mailing it to the address on the form. If you wish to have one other person from your district attend, please duplicate this form and submit a separate registration form for each participant. If you want to bring more than one other person from your district, please contact our office at (916) 327-0219 to discuss attendance before you register. We would like to accommodate all potential participants, but our first priority is to make sure every district's designated CBEDS Coordinator is able to attend the conference.

We encourage you to register as soon as possible, but we need to **receive all registrations by Monday, August 12,** so that we can prepare adequate materials for each conference. Again, please submit a separate registration for each participant, ensure that the requested location and session is checked on each form, and include the contact information in case we need to reach you for any reason before the conference.

We look forward to working with you and your district as you prepare for and complete the CBEDS data submission. We want to make the process as efficient as possible. If you have any questions about the conference, registration, or other contents of this memo, please contact our office at (916) 327-0219.